

Direct Deposit

Direct deposit is a way of depositing your paycheck in a checking or savings account automatically. You choose the account the deposit will be made into. Then, instead of receiving a check on payday, you receive a deposit stub showing that the money has been deposited into your account. As an added benefit, monthly employees on direct deposit receive an advance of half their monthly salary on the 30th of the month, instead of having to wait until the 15th of the following month.

You should receive direct deposit signup forms during your first day on the job. If you need a form, contact your departmental personnel/human resources office. Direct deposit is completely voluntary. Be sure to notify your payroll office if you change your bank or bank account.

Overtime

Not all positions qualify to receive overtime compensation. If your position does qualify, you may be compensated in pay or accrued time. You must always get prior approval from your supervisor before working overtime. If you have questions, see your supervisor or your departmental personnel/human resources office.

Fair Labor Standards Act

Most County employees receive overtime compensation for working more than 40 hours in a week, as described in the Fair Labor Standards Act (FLSA). The FLSA is a federal law applicable to County employees since the mid 1980s.

Most professional, managerial, and high level staff positions are considered exempt from the provisions of the FLSA. Exempt positions generally do not receive additional pay for working more than 40 hours in a week. However, exempt employees may accrue time to be used at a later date when they can claim a full shift, based on departmental policy.

NOTE: Policy regarding the form by which overtime is compensated varies from department to department. Consult with your supervisor or your departmental personnel/human resources to determine the policy in your department.